

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Programs/Invitations/Envelopes/Misc. Cards/Certificates

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Departments and Agencies

Multiple Award

The term of this contract is for the period

beginning September 1, 2000, through August 31, 2001

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date metric measurements will be used exclusively in all specifications.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, X9173 OR E-MAIL dpace-merchant@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR - HERB JOHNSON (404) 605-9160, X9175 OR E-MAIL hjohnson@gpo.gov. NO COLLECT CALLS.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE*

***if not attached or on the internet** (<http://www.access.gpo.gov/procurement/abstracts/atlanta>),
you may **FAX request** to (404) 605-9185/9186.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on August 24, 2000.

Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:	67% of the orders	33% of the orders
(a) Printing (Page related) Attributes --	Level III	Level IV.
(b) Finishing (Item related) Attributes --	Level III	Level IV.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Average Type Dimension on Page/ Government Furnished Films/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Government Furnished Films/ Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color/Furnished Sample

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

NOTE: Upon request, contractor MUST submit photocopy of billing to either Atlanta Regional Printing Procurement Office or the Charleston Satellite Printing Procurement Office. Copy may be faxed.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000, through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

- (a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).
- (b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of pamphlets, flat sheets, and envelopes requiring such operations as composition, electronic prepress, proofs, film-making, platemaking, printing, binding, packing and distribution.

TITLE: Programs/Invitations/Envelopes/Misc. Cards/Certificates.

FREQUENCY OF ORDERS/QUANTITY/PAGE COUNT: Based upon past performance, it is anticipated that:

Approximately 75 print orders will be issued. Print orders will consist of one or more of the items listed below. It is anticipated that approximately 75% of the print orders will average 3 items. Quantities range from 20 to approximately 2,000 per item.

ITEM

Invitation/Envelopes in standard sizes (Baronial No's. 4, 5, 5-12, & 6, & Lee)

Miscellaneous Cards (Plain & Panel, Flat & Folded)

Programs (consisting of 4 to approximately 20 pages, with or without separate cover)

Certificates

SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": Up to and including 140 x 216mm (5-1/2 x 8-1/2")

Format "B": Over 140 x 216mm (5-1/2 x 8-1/2") up to and including 216 x 279mm (8-1/2 x 11")

Baronial envelopes will range from 3-5/8 x 5-1/8" to 4-3/4 x 6-1/2", "Lee" envelopes 5-1/4 x 7-1/4". Invitations/Misc. Cards will range from 3-1/2 x 2" (Business Cards) to 3-1/2 x 4-7/8" to 8-1/2 x 11" (most, but not always, for use in matching Baronial/Lee envelopes). Programs are 5-1/2 x 8-1/2" to 8-1/2 x 11". Certificates are 8 x 10" or 8-1/2 x 11".

The majority of the orders will be Format A.

GOVERNMENT TO FURNISH: Typewritten manuscript copy, camera copy, photoprints, line art, reprint copy, films, and/or electronic media. Marked copy of previously printed products may also be furnished.

Electronic Media:

Platform: Various Macintosh operating systems, or Windows 3.x, 95, 98, 2000, or NT operating systems.

Storage Media: Disks (3-1/2"), CD-R's, SyQuest from 200 up to 270MB, or Iomega cartridges (Bernoulli up to 230MB, jaz 1GB, and zip 100MB).

Software: Programs used on the Macintosh platform will be Adobe PageMaker, Quark Express, Adobe Illustrator, Adobe Freehand, and Adobe Photoshop. Programs used with Windows platform will be Adobe PageMaker, Corel Draw, Adobe Illustrator, Adobe Photoshop and Quark Express. Occasionally, files will be provided using standard MS Word, and contractor will be asked to download graphics from the internet. NOTE: Current or near current versions of the above mentioned programs will be furnished.

Files will be furnished in both native application format and PostScript format and saved as gif, TIFF, JPEG, and EPS.

Fonts: All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of contract.

A visual of the furnished electronic files will be provided.

GPO Form 952 "Desktop Publishing - Disk Information" will be provided with all disks.

Occasionally stock may be furnished.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Facsimile Transmission Sheets.

Print orders.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the camera copy, films, or in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Compliance Section, ARPPO, (404) 605-9160, X9167.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall make all revisions to the electronic files.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

COMPOSITION: The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Composition may be hot metal, photocomposition, or laser generated. Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper. If image is laser generated, it must be a minimum of 1,200 dpi. The Government Printing Office reserves the right to be the final judge as to the suitability of all copy generated by the contractor.

Contractor must space type as per manuscript copy instructions.

Typefaces and Sizes: Various widely used typefaces will be required, same or similar to Government furnished material.

The cost of vertical rules must be included in bidder's "per line" price under 'COMPOSITION'.

Author's Alterations: Author's Alterations will be defined, measured and paid for in accordance with GPO Contract Terms.

Mends to furnished camera copy will be paid for at the same rate as Author's Alterations.

Disposition of type matter will be indicated on the print order.

FILMS: Films required on all orders, unless **print order indicates that the contractor, may go directly from Electronic Media to plate**; however, all quality levels MUST be maintained..

Contractor must furnish screens and/or film positives to accomplish an occasional order containing reverse printing which may or may not bleed 1 to 4 sides and/or type matter overprinting a ghost image.

On occasion, contractor may be required to separate line colors on Government furnished copy by masking, opaquing, or screening, as applicable. A charge will be allowed for this under Item IV (e) in the Schedule of Prices.

Orders may contain graphics in various forms/halftones and/or line illustrations. All halftones are to be 133-line screen or finer.

Occasionally the Contractor will be required to strip a Government furnished illustration film into position. A charge will be allowed for this under Item IV (f) in the Schedule of Prices.

Films may be opaqued on either the emulsion or non-emulsion side. The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

PROOFS: Occasionally, the print order will specify one set of composite Dylux*, or similar proofs. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

***NOTE: At the Government's option, FAX proofs may be acceptable. This will be indicated on the print order, which will include contact and FAX number.**

The proofs must have all elements in their proper position.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Page reader's proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order.

Stock must not crack on fold.

All cover paper must have the grain parallel to the spine.

White Offset Book, grammage 75, 90, and 105 g/m² (basis weight: 50, 60, and 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Colored Offset Book, grammage 75 and 90 g/m² (basis weight: 50 and 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A63.

White No. 1 Offset Book, Smooth-Finish, grammage 90 and 105 g/m² (basis weight: 60 and 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A61.

White and Colored Fancy or Smooth (including Linen) Finish Text, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A91.

White and Colored Writing, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10.

White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code G10.

Recycled White 25% Bond, grammage 90 g/m² (basis weight: 240 lbs per 500 sheets, 17 x 22"), equal to JCP Code G45.

Colored Laid-Finish Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A250.

White and Colored Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L20.

White Litho (Gloss) Coated Cover, grammage 215 g/m² (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L10.

White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

Imitation Parchment (text), Laser-Finish, grammage 90 g/m² (basis weight: 24/60 lbs per 500 sheets, 17 x 22"), similar or equal to the color/brand indicated on the individual print order.

Imitation Parchment (cover), Laser-Finish, grammage 176 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), similar or equal to the color/brand indicated on the individual print order.

Invitation Stock (White or Ivory/Cream), Baronial #4, #5, #5-1/2, #6, and Lee, with or without raised.

White Cast Coated Cover, 0.26 mm (0.010") thick, equal to JCP Code L80.

White and Colored Laid-Antique Finish Cover, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L40.

White and Colored Fancy or Smooth (including Linen) Finish Cover, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L40.

White/Ivory/Cream Envelopes, Baronial #4, #5, #5-1/2, #6, and Lee.

White tissue paper.

PRINTING: **Programs** print text and covers head-to-head and head-to-foot in one or more ink colors as indicated on the print order.

Invitations/Miscellaneous Cards/Certificates print face only or face and back as indicated on the print order. It is anticipated that:

Most of the invitations print one side only in a single ink color; however, occasional invitations will print in additional color(s) of ink and/or on the second side. Occasionally orders may require a screened background or "ghost image".

The majority of the miscellaneous cards print face and back. Usually cards will print in a single ink color; however, occasionally additional color(s) will be required.

Occasionally thermography or foil stamping will be required. It is anticipated that occasional orders will require stamping dies to be made for a seal or logo and 1 or 2 typelines. Colored Metallized Hot Stamping Foil, Crown Roll Leaf Hot Stamping Metallized Foil or equal. Additional charges will be allowed for these additional operations. **FOIL STAMPING WILL NOT EXCEED A TOTAL OF 25 SQUARE INCHES FOR ANY ONE ITEM.**

NOTE: Occasionally business cards may be ordered which will require thermography on one side but not on both.

Match Pantone number as indicated on the print order.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy. An occasional order may have covers bleeding all sides.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Programs

It is anticipated that most of the orders will saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

The balance of the orders will consist of a 4-page cover, with or without text page inserts. Fold, inset as necessary, and trim three sides. No stitching is required.

Invitations/Miscellaneous Cards/Certificates

Shrink-film/kraft wrap in units of up to 500 copies as indicated on the print order.

Folding: When so indicated, orders will require folding.

Scoring: Occasionally orders will require scoring.

Orders may require contractor to insert white tissue paper between invitations/miscellaneous cards.

PACKING: Pack items separately, and identify. Box in suitable units. NOTE: In the event of Government furnished stock, rebox into furnished boxes.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed on the print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as

directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination. It is anticipated that approximately 84.5% of the orders will require deliveries to Zones 1 through 7 (which fall within Region 4) and 15.5% of the orders will require deliveries to Zone 8 through Zone 12. While no guarantees can be made, estimated breakdown per zone:

Zone 1 (13%): That portion of Georgia served by Telephone Area Codes 404, 678, 706, and 770.

Zone 2 (17%): That portion of Georgia served by Telephone Area Code 912 .

Zone 3 (4%): That portion of Florida served by Telephone Area Codes 850, 904 and 352.

Zone 4 (29%): That portion of Florida served by Telephone Area Codes 305, 407, 561, 813, 941, and 954.

Zone 5 (13%): The state of South Carolina.

Zone 6 (8%): The state of Alabama.

Zone 7 (less than 1%): The state of Mississippi.

Zone 8 (7%): That portion of the Continental United States in the Eastern Time Zone, except the states in Federal Printing Region 4.

Zone 9 (7%): That portion of the Continental United States in the Central Time Zone, except the states in Federal Printing Region 4.

Zone 10 (less than 1%): That portion of the Continental United States in the Mountain Time Zone

Zone 11 (less than 1%): That portion of the Continental United States in the Pacific Time Zone

Zone 12 less than 1%): All U.S. Territories located within the Atlantic Time Zone; and the Panama Canal Zone

Area codes listed under Zones 1 through 4 are current as of this writing; however, new ones issued within the same geographical zones will be covered under these specifications.

No split shipments will be required.

Upon completion of each order, all Government furnished material must be returned to the address listed on the print order.

All expenses incidental to the pickup and return of materials, proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The following schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:00 p.m. the date of notification shall be 9:00 a.m. the following workday.

Accelerated Schedule: Orders that require delivery within 2 to 4 workdays. A premium surcharge (Item VII) will be allowed for these orders. **Contractors may NB this Item.**

Regular Schedule: Orders will be scheduled according to the work involved and the time that can be allowed; however, no job will be required in less than 5 workdays.

NOTE: When proofs are required, the proof schedule will be indicated on the print order.

Contractor will be required to pick up all furnished material at: 1) GPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2566; 2) GPO, Charleston Satellite, 2825 Avenue D, North Charleston, SC 29405-1819.
NOTE: Most of the orders will pick up from Atlanta, GA.

NOTE: Government furnished material available for pickup is not guaranteed as suitable for mailing or shipment. Any additional packaging, addressing, or labeling necessary to insure safe transportation of these materials will be the sole responsibility of the contractor.

The delivery date indicated on the print order is the date products ordered MUST be delivered to the destination(s). The schedule date indicated on the print order must be accepted as the date delivery is made to the destination(s) and not the date of delivery to a common or other carrier.

NOTE: All deliveries to USGPO 1888, Emery St, Atlanta, GA; or USGPO 2825 Avenue D, North Charleston, SC, MUST be made no later than 2:00 p.m. on the scheduled delivery date. Deliveries received after 2:00 p.m. will be considered as arriving the following workday.

Failure to comply with required delivery dates may result in withholding further offers.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 15 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

PREMIUM PAYMENTS: Orders requiring a production schedule of 2 to 5 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II, "Paper" in the "Schedule of Prices".

When premium payment is authorized the print order will be abstracted, percentage increase will be added, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided for which bids are submitted. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Note: Certain sequential numbers and/or letters have been intentionally omitted from the "Schedule of Prices".

The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications: and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size group, as defined in Section 2.- Specifications. The cost of all required paper must be charged under item II.

Programs: A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Invitations/Miscellaneous Cards: A charge will be allowed for "each 5-1/2 x 8-1/2" unit", with any fractional remained considered as a whole. The number of units shall be determined by dividing the square inch size of the product by 46.75.

I. PRINTING AND BINDING:

NOTE: All prices submitted for Formats A & B (1 and 2) with more than two (2) decimal places, and Formats A & B (3 & 4) with more than three (3) decimal places will be rounded off for award purposes only.

	Makeready and/or Setup Charges (Formats)		Running Charges Per 100 Copies (Formats)	
	A	B	A	B
	(1)	(2)	(4)	(5)
1. Saddle stitched Program:				
(a) Printing in a single ink color,				
including binding each page.....	\$	\$	\$	\$

(Initials)

(Return this page in triplicate)

	Makeready and/or Setup Charges (Formats)		Running Charges Per 100 Copies (Formats)	
	A	B	A	B
	(1)	(2)	(4)	(5)
3. Saddle-fold Program (no stitching): Printing in a single ink color, including binding...each page.....	\$_____	\$_____	\$_____	\$_____
6. (a) Invitations/Miscellaneous Cards Printing in a single ink color per unit	\$_____	\$__xxx__	\$_____	\$__xxx__
(b) Envelopes Printing in a single ink color each	\$_____	\$__xxx__	\$_____	\$__xxx__
(c) Invitations/Miscellaneous Cards Printing on second side (same ink color as first side)...per unit.....	\$_____	\$__xxx__	\$_____	\$__xxx__
7. Additional Color(s):				
(a) Printing programs in a color (in addition to the first single ink color press run charged for under Items 1 and 3)per color/each page.....	\$_____	\$_____	\$_____	\$_____
(b) Printing invitations/miscellaneous cards in a color (in addition to the color charged for under Items 6(a) and 6(c)...per side/per color...per unit.....	\$_____	\$__xxx__	\$_____	\$__xxx__

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of sheets furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of sheets will be based on the following --

Text--Each page-size sheet.

Covers--Two page-size sheets will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Invitations/Miscellaneous Cards/Envelopes--One page-size sheet will be allowed for each "5-1/2 x 8-1/2" unit", with any fractional remainder being counted as a whole.

(Initials)

(Return this page in triplicate)

NOTE: All prices submitted for paper with more than four (4) decimal places will be rounded off for award purposes only.

	Per 100 sheets	
	Format A (1)	Format B (2)
(b) White Offset Book...{75 gsm (50-lb.)} or White Bond ...{75 gsm (20-lb.)} or White Writing...{75 gsm (20-lb.)}.....	\$_____	\$_____
(c) White Offset Book...{90 gsm (60-lb.)}	\$_____	\$_____
(d) Colored Offset Book...{90 gsm (60-lb.)}	\$_____	\$_____
(e) Colored Offset Book...{75 gsm (50-lb.)} Colored Writing...{75 gsm (20-lb.)}	\$_____	\$_____
(f) White Offset Book...{105 gsm (70-lb.)}	\$_____	\$_____
(g) Recycled White 25% Bond....{90 gsm (24-lb.)}	\$_____	\$_____
(h) Imitation Parchment (Text)...{90 gsm (24/60-lb.)}	\$_____	\$_____
(i) Imitation Parchment (Cover)...{176 gsm (65-lb.)}	\$_____	\$_____
(j) White Vellum-Finish Cover...{175 gsm (65-lb.)}	\$_____	\$_____
(k) Colored Vellum-Finish Cover...{175 gsm (65-lb.)}	\$_____	\$_____
(l) White Fancy(Linen)/Smooth Finish Cover...{215 gsm (80-lb.)}	\$_____	\$_____
(m) White Litho Coated Cover...{215 gsm (80-lb.)}	\$_____	\$_____
(n) White Index.....{200 gsm (110-lb.)}.....	\$_____	\$_____
(o) Colored Index.....{200 gsm (110-lb.)}	\$_____	\$_____
(p) White Smooth Offset Book...{90 gsm (60-lb.)}	\$_____	\$_____
(q) White Smooth Offset Book...{105 gsm (70-lb.)}	\$_____	\$_____
(r) White Fancy(Linen)/Smooth Finish Text...{105 gsm (70-lb.)}	\$_____	\$_____
(s) White Cast Coated Cover...{.26mm (.010" thick)}	\$_____	\$_____
(t) White Laid Finish Cover...{175 gsm (65-lb.)}	\$_____	\$_____
(u) Colored Laid Finish Cover...{175 gsm (65-lb.)}	\$_____	\$_____
(v) Colored Laid Finish Book...{135 gsm (70-lb.)}	\$_____	\$_____
(w) Colored Fancy(Linen)/Smooth Finish Text...{105 gsm (70-lb.)} ..	\$_____	\$_____

(Initials)

(Return this page in triplicate)

	Per100 sheets Format A (1)	Format B (2)
(x) Colored Fancy(Linen)/Smooth Finish Cover...{215 gsm (80-lb.)}	\$ _____	\$ _____
	Per100 sheets/envelopes Panel Card (1)	Envelope (2)
(5) Baronial No. 4	\$ _____	\$ _____
(6) Baronial No. 5	\$ _____	\$ _____
(7) Baronial No. 5-1/2	\$ _____	\$ _____
(8) Baronial No. 6	\$ _____	\$ _____
(9) Lee	\$ _____	\$ _____

NOTE: All prices submitted with more than two (2) decimal places will be rounded off for award purposes only. (Applies to both Items III and IV)

III. ELECTRONIC PREPRESS/COMPOSITION: The prices offered must be all-inclusive for composition from Government furnished manuscript, Items A-1(a) and A-1(b) or output from electronic media, Items A-1(d) and A-1 (e), and shall include the cost of all materials and operations as applicable. NOTE: Output of original or revised pages from electronic media will be charged under Item A-1(d) or A-1 (e).

A-1 (a)	Composition - Text.....per line.....	\$ _____
A-1 (b)	Composition - Arthur's Alterations.....per line.....	\$ _____

	Format A (1)	Format B (2)
A-1 (d)	Trim/Page-size unit without halftones..per page/color.....	\$ _____ \$ _____
A-1 (e)	Trim/Page-size unit with halftones.....per page/color.....	\$ _____ \$ _____
A-1 (f)	Proofs.....per page	\$ _____ \$ _____
A-2 (b)	System Timework	per hour \$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". **Any charge made under "System Timework" must be PRE-APPROVED by ARPPPO prior to beginning work (404-605-9160).** In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (A-2(b)).

IV. FILMS: The prices offered must be all-inclusive for producing films in accordance with the terms of these specifications, and shall include the cost of all required materials and operations, as applicable. No charges will be allowed for films furnished by the Government.

(Initials)

(Return this page in triplicate)

Proofs (Blueprint, Dylux, or similar) for other than "Illustration Films", when specifically ordered on the print order, must be charged under item (g), for any size, per page-size unit.

Trim/Page-Size Film: One basic charge will be allowed for each color on each printed page or side (face or back) of the product as applicable to its respective "Format" group. Any additional components required, other than strip-ins, as defined in Item (f), will be allowed under "Illustration Films", below.

Film for Invitations/Miscellaneous Cards/Envelopes: Film for these shall be charged in total 5-1/2 x 8-1/2" units, with any fractional remainder being counted as a whole unit.

	Per Film	
	Format A	Format B
	(1)	(2)

(a) Page-size unit.....\$_____ \$_____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

	Per Film	
	Format A	Format B
	(1)	(2)

(b) Line.....\$_____ \$_____

(c) Square-finish halftone.....\$_____ \$_____

Additional Charges:

(e) Color separation of camera copy.....per color.....\$_____

A charge will be allowed under (e) **ONLY when indicated on the print order.**

(f) Strip-ins (including film).....per strip-in.....\$_____

Charge under "Strip-ins" provides for making a film of folio line, signature line, or other minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

V. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

NOTE: All prices submitted for Items d, f, g, j, n, and p with more than two (2) decimal places, and Item a with more than three (3) decimal places will be rounded off for award purposes only.

(a) Wrapping or Shrink-film packaging.....each package.....\$_____

(d) Producing die.....each.....\$_____

(f) Foil Stamping.....per 100 sheets.....\$_____

(Initials)

(Return this page in triplicate)

(g) Folding.....per 100 copies..... \$_____

(j) Thermographyper 100 copies..... \$_____

(p) White Tissue Paper.....per 100 copies..... \$_____

NOTE: Price offered for Item (p) must be all-inclusive for inserting white tissue paper between invitations/cards in accordance with these specifications, as well as the cost of the paper.

VII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II, "Paper".

(a) Percentage increase...(orders delivering in
2 to 5 workdays..... %

**NOTE: CONTRACTORS MAY N/B THIS ITEM IF THEY DO NOT WANT WORK
UNDER THE ACCELERATED SCHEDULE.**

NOTE: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

Bidder MUST check one of the following:

_____ I intend to bid on Quality Levels III and IV.

_____ I intend to bid on Quality Level IV only.

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

NOTE: Contractor's complete address, Program Number, and bid opening date and time should be referenced on the envelope containing the bid.

(Return this page in triplicate)